

CALIFORNIA DEPARTMENT OF TRANSPORTATION

DUTY STATEMENT

CLASSIFICATION TITLE COOK II SPECIALIST	DISTRICT/DIVISION/OFFICE DISTRICT 03 – SUNRISE REGION MAINTENANCE	
WORKING TITLE COOK II	POSITION NUMBER 903-659-2184-901	EFFECTIVE January, 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Working under the supervision of a Caltrans Supervising Cook, and with functional guidance from a Caltrans Maintenance Area Superintendent, the incumbent prepares, plans, and dispenses food and performs all duties related to working in the kitchen with dormitory facilities located at South Lake Tahoe. Possession of a valid driver's license is desirable.

TYPICAL DUTIES:

Essential (E)/Marginal (M)

- 55% (E) Prepares, cooks and dispenses balanced menus from the basic food groups for large groups of employees, while providing a hospitable living and dining environment.
- 30% (E) Cleans kitchen, washes dishes and maintains all areas of kitchen (and dormitory as needed) in a clean and sanitary condition.
- 10% (E) Assists with planning menus, requisitioning supplies; receiving, inspecting, storing and keeping inventory of supplies.
- 5% (M) May assist the supervisor in training lesser experience staff; keep minor records and reports.

SUPERVISION EXERCISED OVER OTHERS:

No direct supervision. Employee may cover for Supervisor during temporary absences.

KNOWLEDGE, ABILITY, AND ANALYTICAL REQUIREMENTS:

Knowledge of principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantities; kitchen sanitation and safety measures used in the operation, cleaning and care of utensils, equipment, and work areas; food handling sanitation; food accounting and keeping records and preparing reports.

Ability to prepare and cook all food groups and use appropriate equipment; judge food quality; prepare and follow menus; determine food quantities necessary for groups of varying size; keep records and prepare reports; evaluate situations accurately and adopt an effective course of action. Must have the ability to work effectively alone or with others; be able to evaluate various work situations accurately and make sound decisions.

Valid driver's license is desirable.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense, or damage to State equipment and facilities.

PUBLIC AND INTERNAL CONTACTS:

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Employee is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities.

Standing, Sitting and Walking are described to equal 100% of the work time for a given period such as a work shift.

A. Snowy days: standing during typical 12-hour shift, 50%, walking 40%. Sitting preparing menu, record keeping on food orders, purchases, etc., 10%.

B. Regular non-snow days: Standing and walking 75% of the day, sitting 25%.

Lifting – Items listed may be any of the following but not limited to: cases of food products up to 25 lbs., meat, dish racks, mop buckets, etc.

Carrying – Bagged/boxed material, which may weigh 25 lbs., must be carried from storage areas to kitchen area or job site.

Bending/Crouching/Squatting/Crawling – The Cook II must bend throughout the day while preparing food, moving product, and/or cleaning work areas. All of these activities are necessary when picking up and laying down tools and material.

Simple Grasping – This activity is necessary about 95% of the shift; using kitchen materials and tools in food preparation and cleaning.

Fine Manipulation – This occurs less than 10% of a day and usually while writing reports or manipulating the knobs and levers on the equipment.

Importance of Sight, Smell and Cleanliness – Personal cleanliness; good sense of smell and taste; and freedom from communicable diseases; patience, and ability to tolerate diverse personalities are highly essential.

WORK ENVIRONMENT

Work alone or with others in sometimes confining kitchen space and/or dormitory areas. May be required to work overtime due to storms of when the Supervisor deems that it is in the best interest of the State; shifts may include weekends and holidays.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE